

## 3 Times Review Meeting Request

**Your plans have been reviewed by two or more disciplines and have been denied 3 or more times.**

The purpose of a **3 Times Review meeting** is to reach a final approval status and enable issuing the permit by holding a personal meeting between Owner, Architect and/or Engineer, and the reviewers.

The following is required:

1. The ***Property Owner and the Architect /Engineer*** (*Design professional who signs and seals the plans*) ***must be present*** at this meeting or it will be postponed to a date when all three parties can attend. In the event that the Owner cannot attend, a notarized original letter designating her/his representative is required.
2. Before the meeting, the drawings with the corrections must have been perforated and a workflow created in the system by the drop-off section. **Note: If the permit is part of Electronic Review, drawings with the corrections must be submitted to the Drop-Off window 48 hours prior to the meeting.**
3. All the comments must have been addressed, a narrative prepared by the Architect and/or Engineer, and design professionals are ready to discuss their responses with reviewers to obtain the final permit approval.
4. **Fees shall be paid** prior to scheduling the meeting **at a rate of \$255.00 per discipline requested.** It may include Building, Mechanical, Electrical, Plumbing, Flood, and Structural reviews.

**Note:** Fire, Elevator, Public Work, and Planning & Zoning Departments do not participate in these meetings. Therefore, it is recommended that a separate meeting be scheduled prior to the **3 Times Review meeting** in order to complete a full review of the drawings presented. The **3 Times Review meetings** are held after 1:30 p.m.

*As per City of Miami Beach Policy, staff members must be notified if customers are or will be accompanied by an attorney. If you fail to notify us in advance that there is legal counsel present, we reserve the right to end the meeting and reschedule at a later date.*

**THE PERSON REQUESTING THE 3 TIMES MEETING: (PLEASE PRINT LEGIBLY)**

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_\_) – (\_\_\_\_\_) – (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Office Use Only**

OWNER'S LETTER: YES ☐ NO ☐

Request Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

#### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice), 305-673-7524 (fax), or 305-673-7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

#### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

#### Excellence Miami Beach

<b>Form Name</b>	3 Times Review Meeting Request.
<b>Purpose</b>	A 3 Times Review Meeting is scheduled to provide resolution to pending comments and to reach final approval status.
<b>Requirements</b>	Property Owner and Architect/Engineer (Design professional who signs and seals the plans) must be present at this meeting or it will be postponed to a date when all three parties can attend.
<b>Form Submittal</b>	Please submit the request in person or via e-mail. (See below).
<b>For Assistance</b>	<p>Please contact:</p> <ol style="list-style-type: none"><li>1. <b>In person:</b> Building Department, Miami Beach City Hall, <b>ADMINISTRATION</b> 1700 Convention Center Drive, 2<sup>nd</sup> floor, Miami Beach, Florida 33139</li><li>2. <b>Via Telephone:</b> 305-673-7610, options #3, then #7.</li><li>3. <b>Via E-mail:</b> <a href="mailto:BuildingAdmin@miamibeachfl.gov">BuildingAdmin@miamibeachfl.gov</a></li><li>4. <b>Online:</b> <a href="http://www.miamibeachfl.gov/city-hall/building/">http://www.miamibeachfl.gov/city-hall/building/</a></li></ol>

#### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.